

This tool is intended to screen Launch employees for conditions that would prevent them from working at a Launch site under COVID-19 protocols. It should be completed by every employee each day when reporting to a Launch work site until further notice.

Please bring the completed form to your supervisor at the start of every day you are at a Launch location. Staff will be asked to take their temperature prior to entering the Launch location.

| | |
|------------|--|
| Your Name: | |
| Date: | |
| Work Site: | |

| | | |
|---|-----|----|
| 1. Do you have a fever over 100.4 °F? | Yes | No |
| 2. Are you experiencing a persistent cough? | Yes | No |
| 3. Do you have shortness of breath, flu- like symptoms or difficulty breathing? | Yes | No |
| 4. New or recent loss of taste or smell? | Yes | No |
| 5. Have you had close contact ¹ with anyone known to have a suspected or confirmed case of COVID-19? ² | Yes | No |

If you respond “YES” to any one of these questions, please inform your supervisor that you are not permitted to work until you have been symptom free for an appropriate amount of time.

When can I return to work (Questions 1-4)?

- If you have had a fever with cough or shortness of breath but have not been exposed to someone with COVID-19 and have not tested positive for COVID-19, you should stay home away from others until 24 hours after the fever is gone (without the use of fever-reducing medicines) and symptoms get better.

¹ “Close contact” means being within 6 feet of an infected person for at least 15 minutes starting from 48 hours before they started showing symptoms (or, for individuals with no symptoms, 48 hours before the date the positive test was collected) until the time the infected person is isolated. Close contact also happens if someone with COVID-19 coughs

² A “suspected case” = a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results.

A “confirmed case” = a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.

A person with suspected or confirmed COVID-19 **may return to child care when it has been:**

- 10 days since symptoms began or person tested positive

AND

- at least 24 hours since fever has resolved (without fever-reducing medication)

AND

- symptoms have improved

When can I return to work (Questions 5)?

Staff who had close contact with the confirmed or suspected person to stay home away from others and watch for symptoms for 14 days from their last contact with that person.

- You may return to work 14 days after last know contact with the individual.
- A negative test still requires the person to stay home for 14 days after the last contact with the infected individual. A negative test only means the person doesn't have COVID19 at the time of testing, but they may test positive later within the 14-day window.
- If you show signs of symptoms during the 14 day recommended quarantine period, you will not be able to return to work until after at least 10 days have passed after first signs of symptoms and have improved and at least 24 hours have passed fever free without the aid of fever reducing medications.

We wanted to send a quick message to clarify for all employees the steps that occur if an employee tests positive for COVID-19, have symptoms of COVID-19, or believes they have had close contact to someone with COVID-19. This message is being sent as a reminder to all staff.

Positive test for COVID-19

If you have tested positive for COVID-19, you must notify your supervisor and/or a member of HR immediately. Your return to work will be dependent on completion of necessary quarantine or isolation and confirmation from a physician that you are clear to return to work. Individuals who miss time from work due to COVID-19 may be eligible for income replacement benefits through the FFCRA; please contact HR for more information.

Contact with someone with COVID-19

If a person believes they have had close contact to someone with COVID-19, but they are not sick, you should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the sick person with COVID-19. You should not go to work, child care, school or public places for 14 days unless the person you were in contact with tests negative for COVID-19. If the person you had close contact with tests positive for COVID-19, public health guidance also recommends that you be tested; please consult with a physician

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about testing for COVID-19. If you miss time from work from monitoring your own symptoms due to possible COVID-19 exposure, you can elect to use PLT to cover the time lost.